

## CANCELLATION OF MANUFACTURED HOME TITLE [O.S. TITLE 47 § 1110]

Owners of manufactured homes that have been *permanently affixed* to real estate that they also own *may* make application to cancel the Oklahoma certificates of title. Application may be made through OTC or any motor license agency. However, the actual cancellation is performed by MVD. A *successful* cancellation will consist of the following:

- Submission of the Oklahoma certificate of title for the manufactured home, *in the name of the applicant*.
- Verification that *no active lien* appears on the record.
- Completion of an **Application for Title Cancellation of a Manufactured Home Permanently Affixed to Real Estate** (Form 756).
  - *Before the title cancellation documentation may be surrendered to a MLA*, the applicant must take this form to the applicable County Assessor's office, for their listing and certification of the land description and owner of record. Faxed copies of this completed form are acceptable.
  - Cancellation of the title must take place within sixty (60) days of the County Assessor's confirmation date. If more than sixty (60) days have elapsed, a new Form 756 must be completed and certified.
- Completion of a **Notice to County Assessor of Cancellation of Oklahoma Certificate of Title** (Form F.L. 756) and forwarding it, along with a copy of the **Application** (Form 756), to the county assessor of the county in which the property on which the manufactured home is permanently affixed is located. The application must be completed in its *entirety*.
- Remittance of an application fee of \$5.00, which is retained by OTC or the cancelling motor license agent, *provided* the cancellation of title is completed.

After *all* of the referenced steps have been completed, the completed **Application**, miscellaneous fee receipt recording the cancellation fee and the title certificate are to be forwarded to OTC, *bundled separately within the semimonthly report and clearly labeled "Manufactured Home Title Cancellation"*. Upon receipt, the documents will be forwarded to the Title Section for review and cancellation of the title.

*If necessary, due to the need for more timely processing of the title cancellation (i.e. loan closing), cancellation paperwork may be faxed in. But **first**, call and get a contact person to fax it to.*

### TITLE CANCELLATION FEE RECEIPT

Many lenders require from their customers a receipt for the \$5.00 manufactured home cancellation fee before closing their loan transaction. Therefore, a miscellaneous fee receipt is to be issued to account for the cancellation fee.

- In the **"Other Type"** field, enter "Cancel". In the **"Remarks"** field, enter the V.I.N. of the manufactured home and the notation "Title Cancelled – Real Estate".